

LOS ANGELES NEIGHBORHOOD INITIATIVE (LANI)
Byzantine Latino Quarter Business Improvement District (BLQ-BID)
Program Manager
Position Description
2018

LANI is an expanding agency, therefore, Program Manager responsibilities may be modified as the LANI program develops. At this time the BLQ-BID Program Manager position is a part-time (20 hours weekly) permanent position.

Responsibilities of the LANI BLQ-BID Program Manager may include some or all of the following:

Administrative

- City Clerk's Office (communication and reporting requirements)
 - Assessment disbursement requests
 - Quarterly reports, Annual report, financial statement and assessment data
- Manage the BLQ BID budget (for LANI and City Clerk's Office requirements)
 - Maintain a simple, user friendly budget report to share with the Board at quarterly board meetings
- Assessment Tracking – using reports provided by City Clerk's Office

Maintenance and Beautification

- Street Maintenance – contract, insurance and services management with Clean Street
 - Maintenance report and tracking
 - Monitor vendor contract and services; authorize vendor payments
- Holiday Decorations – manage contract, insurance, and installation
- Transit Plaza and Decorative Clock Maintenance (Normandie and Hoover)
- Trash Removal Services and Receptacle Inventory – in coordination with BSS
- Implementation of Special Projects as budget permits or need requires
 - Pressure washing
 - Tree trimming and/or removal
 - Monitor street medallions for maintenance needs
- Regular site visits of BLQ BID to survey needs and existing conditions
 - Submit 311 requests for graffiti removal, illegal dumping, etc.
 - Maintain BLQ BID service log

Communications and Public Relations

- Maintain relationships with and advise Los Angeles Police Department and Neighborhood Prosecutors through agencies' frequent staffing changes (Olympic and Rampart Stations)
- Council Districts 1 and 10 – maintain relationships, advise and share information, make requests for support
- Mayor's Office – engage Office to secure participation at meetings
- Manage relations with educational & religious institutions

- Loyola, St. Sophia, St. Thomas, Bishop Conaty/Our Lady of Loretto
- Participate in BID Consortium when possible
- Coordinate with other local organizations, community members and projects
- Develop Relationship with potential funding organizations such as AEG and seek support
 - Keep up-to-date on any funding or partnership opportunities
- Coordination with Los Angeles Department of Water and Power (DWP)
 - Apply for annual \$5,000 grant for BID projects when available
 - Coordinate to secure individual utility assessments with businesses
 - Advertise DWP program and services in newsletter and monthly email blasts

Marketing

- Design, create and distribute quarterly newsletter
- Implement monthly email blast updates (at the request of BID Board and community)
- Maintain and improve BID website
- Learn and utilize the 'Joomla' program which is used to create and update the BLQ website
- Perform public outreach through social media postings (Facebook and Twitter)
- Maintain and update Dining Guide
- Consider other marketing activities with partners such as food tours or festivals
- Develop new marketing piece (i.e, business directory) as approved by BID Board

Board, Business and Property Owners

- Board Development and Relations (including quarterly meetings)
 - Maintain and be familiar with bylaws and elections
- Property and business owner relations – respond to needs and concerns
- Maintain BLQ Master Contact List
 - Contains business, property owners, stakeholder, and board contact info
 - Update business inventory as needed to account for turnover and news businesses
 - Work closely with property and business owners to build support for the renewal of the BLQ BID upon its expiration in December 2018.
 - Keep alert regarding renewal updates
 - Be familiar with the Management District Plan document

Other:

Please note that Spanish language proficiency is highly preferred.

Reporting Authority:

The Program Manager reports directly to the Director of Neighborhood Improvement Projects, and works in cooperation with the other LANI staff.

Application Process:

Please email cover letter and resume to rebecca@lani.org.